

Digital Internship Portfolio
Fall 2017

A completed portfolio must be submitted for review and final grading at the conclusion of the teaching internship. All digital portfolios will be archived by Lyon in an electronic format and must be submitted on a clearly labeled, non-returnable storage device. Artifacts must be stored on the device in an organized format, and all artifacts must be accessible and function properly. The portfolio will consist of two parts:

Part I: Capstone Reflections

You will create a digital project focusing on your educational philosophy and understanding of the teacher's role and responsibilities in regard to the teaching and learning process. You will also include written reflections regarding your learning and experiences associated with coursework, field experiences, and designated assignments. The designated assignments target candidate knowledge and skills as they relate to the four domains in Danielson's Framework for Teaching (TESS).

Assignment	Artifact(s)	Domain Focus
Digital Reflection on Personal Learning and Growth	Digital Reflection Project	ALL
Written Reflection on Planning & Preparation	Integrated Thematic Unit In-Depth Student Study	Domain 1
Written Reflection on Classroom Environment	Classroom Management Plan	Domain 2
Written Reflection on Instruction	Video Teaching Analysis and Reflection In-Depth Student Study	Domain 3
Written Reflection on Professional Roles & Responsibilities	Self-Evaluation of teaching using TESS Domains & Growth Plan	Domain 4

Part II: Candidate Artifacts

Candidates will submit a collection of required artifacts gathered over the course of the preparation program and representing a body of evidence supporting their readiness to enter the teaching profession as fully licensed teachers.

Internship Artifacts	Semester to be completed
Internship Application Materials: <ul style="list-style-type: none">• Application form• Official Lyon transcript (minimum cumulative GPA of 2.75)• Praxis Core Academic Skills qualifying scores (or appropriate substitute ACT or SAT scores)• 3 recommendations (must include major advisor)• Written professional goals statement or philosophy of education statement• 10-minute video of teaching (with appropriate age level)	Semester prior to internship
Internship Documentation <ul style="list-style-type: none">• Student Intern Information Form• Placement letter• Internship contract	Fall
Student Intern Schedule	Fall and Spring
Intern Record of Time at School	Fall and Spring
Intern Weekly Report Forms – The student intern and mentor teacher will have regular conferences to determine and document progress,	Fall and Spring

including a list of weekly intern teaching responsibilities.	
Graded Class Profiles for each class you teach	Fall and Spring
Graded Lesson Plans and observation forms from supervisor's visits – You are to complete a minimum of three (3) lesson plans per semester in which you will receive a written evaluation of your performance.	Fall and Spring for a minimum of 6 graded plans
*Video Teaching Analysis and Reflection assignment with lesson plan and grade	Fall
*Graded Copy of In-Depth Student Study – You will prepare one (1) in-depth student study in the fall semester according to guidelines you will receive in your seminar. This study will enable you to acquire a deeper understanding of the student studied and will serve as a model for future professional knowledge of your students.	Fall
Résumé and Cover Letter	Spring
Graded Classroom Technology Integration Plan	Spring
*Digital Reflection Project	Spring
*Professional Growth Plan	Spring
Graded Observation Report from observing in a diverse setting	Fall or Spring
Evidence of participating in Personal/Professional Growth Experience(s) related to the teaching profession – Examples diverse field trip, attending a professional conference, etc.	Fall or Spring
Praxis Pedagogy and Content Knowledge scores. Passing scores are necessary for recommendation for licensure by the Arkansas State Department of Education.	Fall or Spring

Additional Artifacts	Source
*Classroom Management Plan	EDU 205 Teaching in Elem EDU 404 Integrating the Liberal Arts in Secondary
*Integrated Thematic Unit	EDU 330 Literacy in the Disciplines EDU 404 Integrating the Liberal Arts in Secondary
Child Observation Project	EDU 310 Child and Adolescent Development
Graded Statement of Belief Regarding Diverse and Exceptional Learners	EDU 335 Educating Diverse and Exceptional Learners
Review and Reflection Paper	EDU 339 Learning and Cognition
Four graded lesson plans/observation evaluations Critical Analysis of Practicum – Domains 1-4 (Fall) Critical Analysis of Practicum – School Environment Focus (Spring)	EDU 325 Practicum I EDU 326 Practicum II

***Artifact included in Part I of the portfolio**

In addition to the required artifacts, candidates may opt to include documentation of the following:

- Samples of student work – related to a unit of study or lessons included
- Photographs and video
- Student and Parent sentiments – notes, cards, or other positive feedback
- Documentation of awards, professional development, etc.

Digital Internship Portfolio Rubric

(Pilot, Fall 2017)

Part I. Capstone Reflection Project (200 pts.)

Criteria	Proficient	Developing	Growth Required	Points Earned
Depth of reflection	Response demonstrates an in-depth reflection on, and personalization of, the theories, concepts, and teaching strategies presented in course work. Viewpoints and interpretations are insightful and well supported; Clear, detailed examples are provided, as applicable	Response demonstrates a minimal reflection on, and personalization of, the theories, concepts, and strategies presented. Viewpoints and interpretations are unsupported or supported with flawed arguments. Examples, when applicable, are provided but are irrelevant to the assignment	Response demonstrates a lack of reflection on, and personalization of, the theories, concepts, and strategies presented in course work. Viewpoints and interpretations are missing or inappropriate. Examples, when applicable, are not provided	
50 points possible	45-50 points	30-44 points	0-32 points	
Required components	Response includes all components and exceeds all requirements indicated in the assignment instructions; Required artifact(s) are included, and the reflection demonstrates a clear understanding of how these specifically support the candidate's preparedness to assume the roles and responsibilities of teaching.	Response is missing some components and/or does not fully meet the requirements indicated in the instructions. Required artifacts are included, but the reflection fails to demonstrate clearly how they specifically support the candidate's preparedness to assume the roles and responsibilities of teaching.	Response excludes essential components and/or does not address the requirements indicated in the instructions. Many parts of the assignment are addressed minimally, inadequately, and/or not at all. Artifacts are missing or do not support the candidate's reflection. It is unclear how they demonstrate an understanding of the teacher's roles and responsibilities	
50 points possible	45-50 points	30-44 points	0-32 points	
Alignment with TESS domain(s)	Candidate addresses all components of the domain that are aligned with the assignment. Reflection demonstrates a clear understanding of how the domain aligns to candidate's teaching and to student learning	Candidate addresses most of the components of the domain that are aligned with the assignment but some components are missing. Reflection demonstrates a basic understanding of how the domain aligns to candidate's teaching and to student learning	Candidate fails to address the domain components that are aligned with the assignment. Reflection fails to demonstrate an understanding of domain alignment to teaching and learning.	

50 points possible	45-50 points	30-44 points	0-32 points	
Implications for future practice	Response shows strong evidence of synthesis of ideas presented and insights gained throughout the program. The implications of the insights for the respondent's overall teaching practice are thoroughly detailed, as applicable	Response shows little evidence of synthesis of ideas presented and insights gained throughout the program. Few implications of these insights for their overall teaching practice are presented, as applicable	Response shows no evidence of synthesis of ideas presented and insights gained throughout the program. No implications for the respondent's overall teaching practice are presented, as applicable	
50 points possible	45-50 points	30-44 points	0-32 points	
Part I. Capstone Reflection Project TOTAL POINTS				

Part II. Internship Artifacts (350 pts.)

Artifact Checklist	Pts. Possible	SCORE
Internship Application Materials: <ul style="list-style-type: none"> <input type="checkbox"/> Application form <input type="checkbox"/> Official Lyon transcript (minimum cumulative GPA of 2.75) <input type="checkbox"/> Praxis Core Academic Skills qualifying scores (or appropriate substitute ACT or SAT scores) <input type="checkbox"/> 3 recommendations (must include major advisor) <input type="checkbox"/> Written professional goals statement or philosophy of education statement <input type="checkbox"/> 10-minute video of teaching (with appropriate age level) 	30	
Internship Documentation <ul style="list-style-type: none"> <input type="checkbox"/> Student Intern Information Form <input type="checkbox"/> Placement letter <input type="checkbox"/> Internship contract <input type="checkbox"/> Student Intern Schedule <input type="checkbox"/> Intern Record of Time at School 	20	
<input type="checkbox"/> Intern Weekly Report Forms – The student intern and mentor teacher will have regular conferences to determine and document progress, including a list of weekly intern teaching responsibilities.	30	
<input type="checkbox"/> Graded Class Profiles for each class you teach	10	
<input type="checkbox"/> Graded Lesson Plans and observation forms from supervisor's visits – You are to complete a minimum of three (3) lesson plans per semester in which you will receive a written evaluation of your performance.	60	
<input type="checkbox"/> *Video Teaching Analysis and Reflection assignment with lesson plan and grade	10	
<input type="checkbox"/> *Graded Copy of In-Depth Student Study – You will prepare one (1) in-depth student study in the fall semester	10	

according to guidelines you will receive in your seminar. This study will enable you to acquire a deeper understanding of the student studied and will serve as a model for future professional knowledge of your students.		
<input type="checkbox"/> Résumé and Cover Letter	10	
<input type="checkbox"/> Graded Classroom Technology Integration Plan	10	
<input type="checkbox"/> *Digital Reflection Project	10	
<input type="checkbox"/> *Professional Growth Plan	10	
<input type="checkbox"/> Graded Observation Report from observing in a diverse setting	10	
<input type="checkbox"/> Evidence of participating in Personal/Professional Growth Experience(s) related to the teaching profession – Examples diverse field trip, attending a professional conference, etc.	10	
<input type="checkbox"/> Praxis Pedagogy and Content Knowledge scores. Passing scores are necessary for recommendation for licensure by the Arkansas State Department of Education.	10	
<input type="checkbox"/> *Classroom Management Plan	10	
<input type="checkbox"/> *Integrated Thematic Unit	10	
<input type="checkbox"/> Child Observation Project	10	
<input type="checkbox"/> Graded Statement of Belief Regarding Diverse and Exceptional Learners	10	
<input type="checkbox"/> Review and Reflection Paper	10	
<input type="checkbox"/> Four graded lesson plans/observation evaluations <input type="checkbox"/> Critical Analysis of Practicum – Domains 1-4 (Fall) <input type="checkbox"/> Critical Analysis of Practicum – School Environment Focus (Spring)	60	
Part 2. Internship Artifacts TOTAL POINTS		

Additional Feedback:

PORTFOLIO SCORE: _____
(550 points possible)